



Clark County Health Department

FOOD SERVICE ESTABLISHMENT PACKET

Before you open a new food service establishment, remodel an existing food service establishment, purchase (change ownership), or reopen a closed food service establishment, you must provide the following information to:

Clark County Health Department
Environmental Health Division/Food Program
1950 Fort Vancouver Way, Suite B
PO Box 9825
Vancouver WA 98666-8825
Hours of Operation: 8:00 a.m. to 4:30 p.m. M-F

1. PLAN REVIEW APPLICATION

Complete the Plan Review Application form.

2. MENU

Provide a menu or a list of the foods to be served.

3. METHOD OF FOOD PREPARATION

Provide information on food preparation and cooking. This plan should include the final cooking temperature of all meats and poultry products, cooling procedures, hot holding temperatures, food storage procedures for raw meat and eggs and measures to prevent cross contamination. Also include employee sanitation practices.

4. PLAN REVIEW FEE

Pay the plan review fee. This fee is **non-refundable**.

5. FLOOR PLAN

Provide a floor plan drawing, to an approximate quarter inch scale, of the proposed facility with the following:

PLUMBING INFORMATION:

- a. Location of sinks, including the hand wash sink(s), the food preparation sink(s) and the mop sink
- b. Location and the type of drains
- c. Location of toilet(s) and number of fixtures
- d. Location of garbage storage facilities and leachate drain location (if necessary)

EQUIPMENT INFORMATION

- a. Location and type of refrigeration and freezer equipment
- b. Location, size and shelving design of walk-in units
- c. Location of ice-making equipment and the indirect drain
- d. Location of cooking, re-heating, and hot-holding equipment
- e. Location of dishwashing machine and the associated equipment, or location of three-compartment sink with drain board

ALSO:

- a. Show the location of employee lockers/shelves.
- b. Location of shelving for dry food storage.
- c. Provide a brief description of the finishes used on floors, walls, countertops and ceilings.

WHEN YOUR PLAN REVIEW HAS BEEN APPROVED AND YOU RECEIVE YOUR PLAN APPROVAL LETTER, YOU MUST:

1. MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION WITH AN ENVIRONMENTAL HEALTH FOOD SPECIALIST

Before you open for any food and/or beverage service, you must have a pre-opening inspection. Call the Health Department at least three days in advance to arrange an onsite pre-opening inspection. (360) 397-8428.

2. OBTAIN A CLARK COUNTY HEALTH DEPARTMENT PERMIT

You must complete the permit application form and pay for the permit BEFORE YOU OPEN OR OPERATE your food service establishment.

Rules and Regulations of the State Board of Health Standards for Food Service Compliance with WAC 246-215 is required

WATER SUPPLY

Provide water that is adequate in quantity and quality, supplied by a source approved under WAC 246-290 and monitored according to standards. WAC 246-215-120 (1). for private well water, apply for a Small Public Water Supply.

SEWAGE SYSTEM

Provide that all liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system. WAC 246-215-120 (2)

HAND WASH SINK

Provide a hand wash sink that is accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing**. Hand wash sink shall have a minimum hot water temperature of 100° F and cold water provided through a mixing faucet. Provide hand soap and single use towels at sink. Automatic faucets must have a minimum cycle of 15 seconds. WAC 246-215-120 (9) (10) (11)

FOOD PREPARATION SINK

Provide sufficient and separate food preparation sinks in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing. WAC 246-215-090

DISH WASHING FACILITIES

Provide a method of cleaning and sanitizing equipment and utensils, either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board. WAC 246-215-090 (5)

MOP SINK

Provide a mop sink for supplying and disposing of water for cleaning floors and walls. Mops may not be cleaned in food preparation or hand washing sink. A mop bucket is **not** considered a substitute for a mop sink. WAC 246-215-090

PLUMBING

Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. WAC 246-215-120 (3)

Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines. WAC 246-215-120 (4)

REFRIGERATION

Provide National Sanitation Foundation refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods. WAC 246-215-070 (2) (6) (7) (8)

THERMOMETERS

All refrigeration equipment must have thermometers accurate to $\pm 3^{\circ}$ F. There must be at least one metal stem thermometer (pocket thermometer) accurate to $\pm 2^{\circ}$ F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0° F to 220° F. WAC 246-215-070

HAND WASH SINK

In the kitchen, a hand wash sink must be present which is accessible, convenient and used exclusively for hand washing. The hand wash sink shall have hot and cold water provided through a mixing faucet. There shall be a soap dispenser and single use paper towels at the sink. WAC 246-215-120

FLOORS, WALLS, CEILINGS

The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable. WAC 246-215-150

TOILETS

The toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is on-premise consumption of food. Toilets must be within at least 200 feet of food service establishment. WAC 246-215-120

FOOD AND BEVERAGE WORKER CARDS

All food and beverage service workers must obtain and maintain a valid food and beverage card within **14 days** of employment. The cards must be available for inspection by the Health Officer upon request. **If an employee begins work before obtaining a food and beverage worker card, the employer is now required to provide and document food safety training to the employee prior to commencement of employment.** WAC 246-215-080 (6) (7)

For food and beverage worker card testing times and information, call (360) 397-8435. You may request a pre-opening Food Safety Education Class for you and your employees. Call (360) 397-8428 to schedule an appointment.

EQUIPMENT AND UTENSILS

Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation. WAC 246-215-090 (6) (8)

PUBLIC HEALTH LABELING

When raw or undercooked meats, eggs, or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Examples: Caesar salad dressing (unless the eggs are pasteurized), lox, oysters on the half shell, pickled fish.

In grocery stores, raw milk or foods prepared from raw milk, must be labeled with a warning stating that raw milk or food prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe intestinal illness. Warning labels are available from the Health Department Food Program.

LIGHTING

There must be at least 30-foot candles of light in the food preparation, utensils washing, hand washing and toilet facilities. All lights in the food preparation and storage areas must have shields or guards. WAC 246-215-150 (5)

LOCKERS

Provide lockers or shelves for employees to store clothing and personal belongings. WAC 246-215-080

VENTILATION

Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes. WAC 246-215-150 (6)

PEST CONTROL MEASURES

Doors to the exterior of the building should have automatic door closers or screen doors to prevent the entrance of insects and rodents. WAC 246-215-140

GARBAGE STORAGE

Garbage containers must be watertight, vermin proof, covered containers with appropriate frequency of garbage pickup to prevent overflows and nuisances. Provide sewer disposal for any leachate. Provide garbage storage on a concrete or asphalt pad. WAC 246-215-130

BARS AND TAVERNS

Bars and taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing. WAC 246-215-090 (8)

BULK FOOD DISPENSING

Bulk food must be separated by partitions, different aisles or by horizontal separation from chemicals and/or pet food. For horizontal separation, chemical or pet foods must be below bulk foods. Bulk food containers must be gravity dispensing units or display units with covers. Dispensing utensils must be present for each unit with a holder so that the handle of the scoop or tongs is held out of the food. The lowest access point of bulk food containers of ready-to-eat foods must be at least **30 inches** above the floor. WAC 246-215-170 (1) (2)

SMOKING SIGNS

Smoking signs must be posted in all food establishments indicating: 1) all-smoking establishment, 2) no smoking allowed, or 3) smoking and non-smoking areas are provided. In food service establishments, the use of tobacco is prohibited in areas where food is prepared, stored, or where utensils are cleaned and stored, In retail stores, smoking is specifically prohibited in public areas. RCW 70.160.040. WAC 246-215-080

If you have any further questions, please call the Clark County Health Department at (360) 397-8428 and ask to speak with an environmental health specialist in the Food Program.